

**CARROLL COUNTY HEALTH DEPARTMENT and ST. MARY'S COUNTY HEALTH DEPARTMENT
LOCAL BEHAVIORAL HEALTH AUTHORITY – LBHA
YOUNG ADULT RECOVERY HOUSING
REQUEST FOR PROPOSALS (RFP)
02-F-1-20/21**

BACKGROUND

The Maryland Department of Health, Behavioral Health Administration was recently awarded a two year "State Opioid Response (SOR)" grant from the Substance Abuse and Mental Health Services Administration (SAMHSA). This award is in support of the ongoing statewide efforts to combat the opioid epidemic. The SOR grant is designed to address Maryland's opioid crisis by increasing access to evidence-based treatment, reducing unmet treatment needs, and reducing opioid related deaths through the provision of prevention, treatment, and recovery support services-dedicated funding has been identified to expand recovery housing for young adults 18-26 with an Opioid Use Disorder (OUD).

Recovery residences provide alcohol-free and illicit-drug free housing to individuals with substance-related disorders, addictive disorders, or co-occurring mental health, substance-related, or addictive disorders. The purpose of a recovery residence is to provide a safe and healthy living environment for individuals with substance-related disorders, addictive disorders, or co-occurring mental health, substance-related, or addictive disorder to initiate and sustain recovery, defined as abstinence from alcohol and other non-prescribed drug use and to gain improvement in their physical, mental, spiritual, and social wellbeing. Individuals build recovery capital through mutual and peer support while living in a recovery residence that will continue to support their recovery as they transition to living independently and productively in the community.

PRE-BID ATTENDANCE

Pre-Bid Meeting Date, Time, and Location: **April 5, 2021, 1:30 AM EST**, via a virtual meeting. All bidders are strongly encouraged to attend this meeting. Any questions about the documents or the proposed work will be discussed. The virtual meeting information will also be posted on the Public Purchase webpage.

Pre-bid conference for Young Adult Recovery Housing RFP Monday, April 5 · 1:30 – 3:00pm Google Meet joining info Video call link: <https://meet.google.com/dzi-miey-rig> Or dial: (US) +1 650-535-0773 PIN: 929 916 875# More phone numbers: <https://tel.meet/dzi-miey-rig?pin=3518155403271>

CONTRACT TERM

The initial term of this Agreement and Release shall be one year from the date of execution. The Agreement and Release shall be renewable, for up to one (1) Federal Fiscal Year, additional one-year terms, at the mutual agreement of the parties.

QUESTIONS OR CLARIFICATIONS

Bidders must submit their questions through the Public Purchase web site, using the instructions below. Questions must be submitted five (5) days prior to bid opening.

Bidders may submit questions to the agency on specific bids. Click on the title of a bid, on the right of the bid page click [View/Ask Questions] to open a new page that lists all previous questions and answers. Click "Ask a Question," enter your question in the field provided and

click "Save" to submit your question. Your question is immediately sent by email to the contact person for the bid. When your question is answered you will be notified by email and the answer may be posted on the bid.

Tip: By using the "Questions" feature your questions and the agency's answers can be posted on Public Purchase making them available to all other vendors that are registered with the agency. If you would like to confidentially submit questions to the agency, contact the bid's main contact. It will be up to the discretion of the Buyer to decide if questions/answers are confidential.

SUBMITTALS THROUGH PUBLIC PURCHASE

Proposals will be accepted electronically only through Public Purchase on or before **April 20, 2021 at 10:30 a.m. ET**. All proposals received after the time and date shown in the proposal will not be accepted. **Proposals** submitted in any other manner will be rejected.

PLEASE SUBMIT THE FOLLOWING ON PUBLIC PURCHASE:

- 1. TECHNICAL PROPOSAL**
- 2. FINANCIAL (Cost) PROPOSAL**

Technical and Financial Proposals must be marked clearly and must be separate from one another.

PROPOSAL REQUIREMENTS:

The Carroll County Health Department Local Behavioral Health Authority (CARROLL COUNTY LBHA) is issuing this RFP to develop and operate a Young Adult Recovery Housing in Carroll County in partnership with St. Mary's County Health Department Local Behavioral Health Authority. Both Counties seek vendors to develop and operate a Young Adult Recovery Housing for individuals aged 18 to 26. Preference will be given to facilities that are not co-located with substance abuse treatment services.

The Young Adult Recovery Housing must be located in Carroll County with preference given to location or locations in Westminster, (21157 zip code) while St. Mary's County (SMC) will give preference to a location or locations in Lexington Park, (20653 zip code). Facilities in both counties must be an easily accessible, clean, and welcoming public space that will allow young adults ages 18 - 26 to recover from an opioid-use disorder. The program must embrace and support those taking Medication Assisted Treatment options for the treatment of an opioid disorder. The recovery house will serve an extended duration (6-15 months) recovery residences that will have the capacity to provide linkages to outpatient mental health and/or substance use treatment, vocational and educational support services.

The services offered should include, but not be limited to, vocational and educational training, self-care and social skills development, peer recovery support, age and developmentally appropriate recovery support groups, resource linkage, volunteer and service opportunities, recovery related workshops and family engagement events.

PREFERRED VENDOR QUALIFICATIONS:

- Be certified by the Maryland Certification of Recovery Residences (MCORR) to be eligible to receive funding through this initiative. Recovery residences that do not possess a current certificate of compliance from MCORR must attain certification within 60 days of the notice of award.

- Demonstrate the ability to provide recovery housing services within 60 days of grant award.
- Be willing to expand recovery residence beds to serve individuals in the Public Behavioral Health System (PBHS).
- Commit to attend all state and federal grantee meetings.
- Be able to provide services within 60- 90 days of the notice of award.
- Must have a history of operating in adherence to the National Alliance of Recovery Residences 2015 Quality Standards: and
- May not deny admission to individuals based on their participation in Medication Assisted Treatment (MAT).

GENERAL INFORMATION

The organization or service provider submitting an RFP must:

- Meet the eligibility requirements listed in this document. **See Above preferred qualifications**
- Complete the attached Cover Page with Proposal
- Designate one person (Program Director) to be the liaison with the appropriate LBHA in the County they established to provide information for project reporting and evaluating the services provided.
- Commit to meet with the LBHA on a biweekly schedule from the date of award to provide updates on project progress. Schedule of deliverables may be modified based on performance.
- Demonstrate sustainability of Young Adult Recovery Housing beyond the life of this grant.
- Reduce stigma and improve knowledge and understanding about opioid addiction to remove social barriers to accessing treatment.
- Improve access to and quality of evidence-based opioid addiction treatment in the community.
- Expand access to recovery support services.

PROPOSAL SUBMISSION REQUIREMENTS

1. **Program Description** - Describe the extent of the problem in the jurisdiction, including service gaps, and document the extent of the need (i.e., current prevalence rates or incidence data) for the population(s) of Young Adults, 18-26, diagnosed with an OUD.
2. **Provider Expertise & Organizational Capacity** - Describe provider's expertise and organizational capacity to provide young adult recovery housing:
 - a. Experience working with Young Adults who are Medicaid eligible and/or are uninsured.
 - b. Prior or current experience as a Maryland RecoveryNet (MDRN) Housing Provider or certified through Maryland Certification of Recovery Residences (MCORR).
 - c. Provide a copy of all current MCORR certifications, Plan to ensure compliance with federal and state confidentiality requirements, including HIPAA and 42 CFR, part 2.
 - d. Knowledge of American Society of Addiction Medicine (ASAM) Criteria and the National Alliance of Recovery Residences 2015 Quality Standards.
3. **Description of Administrative Process** - Describe the administrative process including sub-grantee monitoring of contract deliverables, contracting for recovery residences. Note: if awarded, a copy of the sub grantee contract and MOU agreements must be submitted to the LBHA within 60 days of the award.
4. **Project Description** - Provide a description of the projected number of Young Adults to be served by gender, level of support, the eligible functions that will be funded, proposal of how you would support this target population, and a brief description of the expected

outcome. This shall include a plan to support young adults affected by a substance use disorder and homelessness; description of how harm reduction principles will be incorporated into the program's structure; discuss how recovery-oriented activities will be youth-led and person-centered; define how the program will continuously be mindful of residents' trauma and determine a strategy to address this through trauma-informed care; and discuss how the program will reduce behavioral health disparities and address trauma for LGBTQ residents.

5. **Performance & Outcome Indicators** - Identification of performance and outcome indicators to be used to evaluate the program's effectiveness, including a description of the expected schedule for measuring performance and outcomes.
6. **Timeline** - Submit a clear and concise timeline for the implementation of services.
7. **Plan for sustainability** - Describe a plan for the provision of services beyond the end of the grant award period, to include a transition plan to support residents once grant funding has been exhausted and plan to transition individuals to self-sufficiency within 6-9 months.
8. **Budget Narrative** - A budget narrative that describes the funding needed to support the proposed services, including a line-item budget for years 1 and 2. Budget is aligned with the proposed activities.

ADDITIONAL AWARD REQUIREMENTS

All proposals received for funding must be reviewed and evaluated by a technical review committee. Once an awardee has been determined and approved by the respective LBHA where services will occur, they will submit approved proposals to (Behavioral Health Administration) BHA for final approval.

FACILITY REQUIREMENTS

Contract award(s) are intended for new recovery residences or expanded recovery residence capacity and may not be used for existing recovery residence operations. In addition, funding for this project may not be used to support building construction, building acquisition or rental costs.

DATA AND REPORTING

The Awardee will make any/all documents and records available for audit/evaluation to entitled Federal, State and County officials upon request. This is Federal funding and will have a prerisk determination and post award determination and may require release of previous audits or good standing documentation. The respective LBHA will establish and conduct regular program monitoring site visits and record reviews that will include assessing compliance with all Federal, State, and Local conditions of award, health and safety reviews, fiscal and data information, and quality management of service processes. Program and Fiscal Reviews will occur at least biannually.

The Awardee will collect data and create and provide a monthly report to be submitted by close of business on the 10th day of the month to the appropriate LBHA.

Carroll County and St. Mary's County LBHA's reserve the right to adjust and change data reporting requirements as the project evolves and/or as MDH guidelines dictate.

The Awardee will conduct annual client and family satisfaction surveys.

The Awardee and the LBHA will determine the content of the surveys based on the information provided in the monthly reports. Results of the satisfaction surveys will be submitted directly to the appropriate County LBHA.

The Awardee must base any additional service development on results of focus groups, surveys of a cross-section of the population being served, including but not limited to the client satisfaction survey, and/or advisory board meetings, collaborations, and participant feedback.

The Awardee should be open to some qualitative and quantitative evaluation by an outside evaluator/consultant hired by the State.

The Awardee must agree to sign a Business Associate Agreement as required by the Carroll County, LBHA and or St. Mary's County, LBHA upon signing of the Contract.

VENDOR AGREEMENT AND TERMINATION FOR NON-PERFORMANCE

The Awardee shall enter into a Contractual agreement with the Carroll County LBHA and or St. Mary's County LBHA as appropriate.

If the contracted vendor fails to fulfill in a timely manner its obligations under the agreement, or if the contracted vendor violates any terms of the Agreement, within the sole discretion of the respective LBHA, the LBHA may immediately terminate the Agreement by giving written notice to the Awardee.

PROPOSAL REVIEW PROCESS

A technical review committee shall be appointed to conduct the proposal review process for the Carroll County LBHA and St. Mary's County, LBHA, using the rating scale as described below:

- Problem Description – 15 points
- Provider Expertise & Organizational Capacity – 15 points
- Description of the Administrative Process- 15 points
- Project Description- 15 points
- Performance & Outcome Indicators- 15 Points
- Timeline- 5 points
- Plan for Sustainability- 5 points
- Budget Narrative- 15 points

Attachment 1:
CARROLL COUNTY DEPARTMENT OF HEALTH
and
ST. MARY’S COUNTY DEPARTMENT OF HEALTH
YOUNG ADULT RECOVERY HOUSING

YOUNG ADULT RECOVERY HOUSING RFP RATING SHEET

1) Problem Description	Score _____ (0-15 TOTAL)
2) Provider Expertise & Organizational Capacity	Score _____ (0-15 TOTAL)
3) Description of Administrative Process	Score _____ (0-15 TOTAL)
4) Project Description	Score _____ (0-15 TOTAL)
5) Performance & Outcome Indicators	Score _____ (0-15 TOTAL)
6) Timeline	Score _____ (0-5 TOTAL)
7) Plan for Sustainability	Score _____ (0-5 TOTAL)
8) Budget Narrative	Score _____ (0-15 TOTAL)
	Total score_____

SCORING GRID:

0 low 15 high total points – this is based on vendors responses to requirements

Attachment 2:
FY 2021 CARROLL COUNTY AND ST. MARY'S COUNTY
YOUNG ADULT RECOVERY HOUSING
RFP COVER PAGE

COUNTY: Carroll or St. Mary's Please Indicate: _____

PROJECT TITLE: _____

ORGANIZATION

AMOUNT OF GRANT FUNDS REQUESTED (Please indicate amount for each year of grant, if applicable) _____

CONTACT PERSON

(1) _____ TITLE _____

CONTACT PERSON

(2) _____ TITLE _____

ADDRESS _____

CITY, STATE, ZIP _____

PHONE NUMBER _____ FAX _____

E-MAIL ADDRESS _____

IS YOUR ORGANIZATION COMMUNITY-BASED? YES NO

DOES YOUR ORGANIZATION HAVE NONPROFIT STATUS? YES NO

DATE OF NONPROFIT STATUS _____

FEDERAL IDENTIFICATION NUMBER _____

I DO SOLEMNLY DECLARE AND AFFIRM THAT THE CONTENTS OF THIS SUBMISSION ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE, INFORMATION, AND BELIEF.

PRINTED NAME _____

TITLE _____

SIGNATURE _____ DATE _____